



Department of Energy
Washington, DC 20585

Aug 07 2007

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM:

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SUBJECT:

BASIC TENETS OF EFFECTIVE PERFORMANCE
MANAGEMENT

We want to take this opportunity to thank each of you for your organization's efforts to improve the performance management culture of the Department of Energy (DOE). Agencies throughout the federal government, including DOE, are focused on using their performance management programs as a strategic tool to increase individual success and accountability, achieve organizational objectives, and improve operational efficiency.

This memorandum serves as a reminder that each DOE performance management program should contain the basic tenets of effective performance management identified by the Office of Personnel Management. Employee performance plans should include the following:

- Alignment - create linkage and support to organizational goals.
- Results-focus - hold employees accountable for achieving results appropriate to their level of responsibility by describing an intended accomplishment, product, outcome, or deliverable that the employee will accomplish during the performance cycle.
- Credible Measures - provide measures for expected results to address quality, quantity, timeliness, and/or cost-effectiveness as appropriate.

Again, thank you for your continual support and efforts to develop a corporate approach for implementing effective performance management programs throughout DOE. Please address questions regarding the application of these tenets to the following points of contact: for NNSA, Rosa Benavidez at RBenavidez@doeal.gov or Monica Neeley for all other DOE organizations at Monica.Neeley@hq.doe.gov.

cc: Human Resources Directors
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